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- I. Purpose

This Directive establishes procedures for the procurement, issuing, return, replacement, safeguarding and disposition of Park Police badges and credentials.

- II. Procurement

Purchase of official badges/credentials will be by authority of the Assistant Chief, Support Operations, **only**. Under no circumstances will official Park Police badges/credentials be procured by any Division employee without the express written consent of the Assistant Chief, *Support Operations*.

- III. Issuance of Badges/Credentials

Upon receiving notification of the employment or promotion of an officer, the Property Specialist will, with approval from the Assistant Chief, *Support Operations*, issue that officer Division credentials and badges.

- IV. Return of Badges/Credentials

- A. Upon retirement or separation from the Division, an officer will surrender his/her badges and credentials to Professional Standards prior to the end of the last tour-of-duty.
- B. *The Chief's Administrative Specialist will forward the Maryland Police and Correctional Training Commission card (MPCTC) with the appropriate paperwork to MPCTC.*
- C. *Professional Standards will notify the Finance Department and/or the Retirement Office to hold checks for any officer failing to surrender his/her badge(s) or credentials.*

- V. Replacement of Badges/Credentials

- A. *The Assistant Chief, Support Operations, will authorize replacement of lost or stolen badges, pursuant to the procedures set forth in Divisional Directive, "Uniforms and Equipment."*
- B. The Property Specialist, when authorized by Assistant Chief, *Support Operations*, will be responsible for preparing and issuing replacement credentials and replacement badge until such time as duplicate original issue badges can be obtained through purchasing procedures.

VI. Safeguarding of Badges/Credentials

- A. The Property Specialist will be responsible for security and storage of all stock badges and credentials. They will be stored in a "Restricted Access Area".
- B. Once badges/credentials are issued to an officer, *the officer is responsible for preventing their loss or theft.*

VII. Disposition of Badges/Credentials

- A. The Property Specialist will arrange for destruction of badges, whenever the Assistant Chief, *Support Operations* gives approval for the final disposition of badges due to replacement, damage or obsolescence. *Badges marked for destruction will be incinerated.*
- B. *The Property Specialist and at least one police officer as designated by the Management and Technology Services Commander will witness all meltdowns.* The Property Specialist will prepare a report to the Assistant Chief documenting the date(s) of disposition, persons completing the disposition, and an itemized list of all badges (numbers and ranks) destroyed.

VIII. Purchase of Additional Badges

*With the approval of the Assistant Chief, Support Operations, officers are authorized to purchase, at their own expense, additional badges. Current prices and order forms may be obtained from the Property Specialist. The following titles are permitted on badges: Officer, Detective, Sergeant, Lieutenant, Captain, Assistant Chief, and Chief.*

**Approved Park Police Document  
Signed Original on File**

**End of Directive**